

Hillside Elementary, Fort Lewis, WA

Title of Position: AmeriCorps USA Reading Tutor

Tutoring:

- Provide direct-service tutoring to struggling tier1 and tier2 readers.
- Conduct family involvement activities.
- Coordinate peer and cross-age tutoring.
- Maintain tutor tracking records.
- Assist as requested in administration of testing.
- Administer surveys.
- Monthly reports.
- Attend weekly tutor training meetings.
- Actively participate in reading and team meetings.
- Develop positive rapport with students.
- Learn the Make Your Day citizenship program.

Other Responsibilities:

- Organize, inform parents, distribute and track books for the first grade book take home program.
- Organize and help train volunteers.
- Help build literacy based resources.
- Solicit funds for books, supplies and activities.

Benefits:

- Direct involvement with teaching children how to read.
- Experience in a school culture.
- Training in specific skills such as tutoring, communication and problem-solving.
- School-wide professional development opportunities are open to AmeriCorps members.
- Task management skills (support planning events).
- Learning team dynamics and practicing cooperative learning strategies.
- Experience with computers (Excel, Word, graphics and spreadsheets).
- Writing new articles.

Knowledge, skills, and abilities:

Successful applicants must pass a criminal background test. Must be able to read and write effectively in English. The successful candidate will also have experience working with children and/or a strong desire to work with children, especially struggling readers. Strong communication skills with both children and adults are essential. Flexible. Team player with some knowledge of cooperative learning roles or team roles.

Performance Standards/expectations:

AmeriCorps members are expected to be a part of the professional team at Hillside. That includes complying with conduct and dress requirements at the school, treating staff, students and visitors with respect and being on time for service assignments, meetings and trainings.